

ARTWalk 2: Project Design Team
P.I.N. 4754.18
Weekly Team Meetings Memo
June 12, 2009

BA: Bergmann Associates | SWC: Studio William Cochran | AW: ARTWalk Organization

1. Action Items / Deliverables / Next Steps

BA:

- Prepare for meeting next week
- Review and comment on Public Information Plan by Monday
- Review and update Fab Roster by July 2
- Send website link to team or review
- Send banners to print coordinate with Anne

SWC:

- Prepare for meetings next week
- Marianne to coordinate with Anne for hanging banners
- Send BA educator meeting invite and invite list

AW:

- Prepare for meetings next week
- Review and comment on Public Information Plan by Monday
- Review and update Fab Roster by July 2
- Add missing contact information on Call distribution list – google documents

2. General Comments:

- NOT A MEETING – June 24
 1. Invites went out
 2. Received some RSVP
 3. Flyers dropped: Village Gate, Towers, Anderson Alley, ACC, Kiosks
 4. Banners are 'ok' to go – from Paul Way
 - § Banner locations
 - § Within the public ROW – no permission needed
 - § MAG should be informed
 - § Locations – prince intersection, University main intersection, village gate, Anderson Alley, Robach plaza, two on Goodman south.
 - § End of Day Friday to pick up banners
 - § Marianne and Anne to hang Sat Morning.
 5. Meeting opened by AW, Helen
 6. Welcome by Paul Way
 7. Agenda
 - § Prioritize budget



- § Types of art
- § Art locations
- Community Design Workshop – June 25 – 6-9pm
 1. Tuesday dry-run of workshop at Bergmann 9:00
 2. Sue to reserve room
 3. Agenda
 - § Prioritize budget
 - § Types of art
 - § Art locations
 4. Have Paul send invite for workshop to Youth Advisory committee
- Public Meeting – June 24
 1. Village gate Atrium
 2. Invite are going out today
 - § Flyer for posting in kiosk – provide Anne with 20
 - § Mailed to neighborhood
 - § Posted in paper
 - § Door drops in areas
 - § Drop off at Village Gate and Anderson Alley, Hungerford
 3. Meeting opened by AW, Helen
 4. Welcome by Paul Way
 5. Agenda
 - § Background
 - § Concept plan review
 - § LISTEN
- Press release and media invites to meetings
 1. Vince P. to coordinate
 2. Paul Way – contact Stewart as reporter for event
 3. Video would be ideal for event and upload to YouTube channel
 4. Tom to look at budget and scope for video services.
- Website
 1. Angel to send out link for review
 2. Will go live before Wednesday
- ARTWalk Status - Anne
 1. Looking into Job share with SEAC
 2. Emily Faith available Monday and Friday 8hrs each day
 3. Still looking for project manager, interviews tuesday
 4. Will have answer at end of week
 5. Board meeting held Tuesday –

“It is ARTWalk’s position based on community feedback and based on the ARTWalk NYS Board of Regents Charter, and ARTWalk’s by-laws and mission statement; and that ARTWalk take the lead role in any and all projects in the ARTWalk Public Right of Way, and to institute an RFP process for obtaining any and all Artwork in that public right of way.
- Public Information Plan



1. Teresa has sent draft
 2. Reviewed by AW, Helen Hogan to review and help fill in information needed
 3. Reviewed by SRS and commented
 4. Vince has reviewed, BA to make final comments by Monday
 5. Contract states ARTWalk will execute, will review and revise as needed
- **FABRICATOR ROSTER & LOCAL ARTIST ADVISOR**
 1. Nancy Gong does not want name on list.
 2. AW looking into who local artists use and will update
 3. BA and AW to update
 4. Should artists be added for 'advisory role' to aide artists who want to compete in calls
 5. Have fabricator roster by July 2
 - **Call Distribution List**
 1. National – distributed through online
 2. Local – add contact information
 3. Need to have ready to hand to someone for distribution list
 - **Jury Composition and Process**
 1. Tabled until after public meetings next week or following week
 - **Jury Nomination Form**
 1. Up for review
 2. Should hold off on distributing
 3. Compile email addresses do send out via email
 - **Durability Criteria**
 1. William uploaded for review
 2. AW board to review
 3. Ready by July 2
 - **GCC**
 1. Lisa O'Malley to send DVD with video from event
 2. Needs to be split into 10 min segments for YouTube
 3. Will address when channel created and website up and running.
 - **Stakeholder Meeting Interviews**
 1. Hold until after the meetings next week
 - **Maintenance Plan and Funding**
 1. Future discussion
 - **NPR Studio 360**
 1. No comments or feedback
 - **Educator Brainstorming Session**
 1. June 22 4-6 pm
 2. MAG - Bausch and Lomb Parlor
 3. Invites and MAG taking reservations
 4. McKenzie would like to be more involved, she will attend meeting
 5. Agenda for workshop:
 - § Review project
 - § Brainstorm best way to involve young people



- § Want ideas from educators
- 6. AW and SWC work together, AW to contact, SWC to run participation piece.
- 7. AW to open meeting and welcome
- 8. MAG education department sent invites, should 'Welcome'
- 9. Expect a small group of 6-8 people
- 10. Visual Studies included?
- 11. Bergmann not attending – need invite and list of invitees
- 12. Shawn Dunwoody plans to attend
- Knowledge Exchange
 - 1. JULY suggested time (tentative date 16)
 - 2. Discuss and decide next week
- Paul Way has set up meeting this week with ARTWalk organization and 'Friends of ARTWalk' for coordination.

3. Upcoming work and near term Interim Project deadlines (due within next 4 weeks +/-)

Date	Item Due	Responsibility
June 15	Public Information Plan	SWC
June 19	Launch Website	BA
June 22	FINAL Fabricator Roster	SWC
June 22-26	William and Teresa In Rochester	
June 22	Educator Meeting	SWC & AW
June 22-24	Stakeholder Survey Interviews	SWC/AW/BA/City
June 24	Neighborhood Meeting No. 1	ALL
June 24	NOTA Stakeholder Meeting	ALL
June 25	Design Workshop No. 1 – Art Options and Budget	ALL
June 26	Deliberation after public meetings at Bergmann	All
June 26	Funding Meeting – Kodak?	SWC & Aw
July 1	Jury Nominations Due	
July 13-18	William and Teresa In Rochester	
July 14	Design Workshop No 2 – Public Participation	ALL
July 18	Saturday Design Workshop No. 3 – Pocket Park	ALL

4. Upcoming Meeting(s)

- June 19, 5pm – Design Team Site Walk
- June 24, 3pm – NOTA Stakeholders
- June 24, 7pm – Public Meeting
- June 25, 6pm Design Workshop

5. Project Budget Status / Scope Changes / Additional Services



- Awaiting contract from city.
 - Will execute subconsultant contracts following contract from city.
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CC (via email): Tom Lichtenthal, Bergmann Associates
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Teresa Cochran, Studio William Cochran
Marianne Kroon, Studio William Cochran
Paul Kramer, ARTWalk Organization
Anne Lovely, ARTWalk Organization

